



## **Illinois Century Network Policy Committee**

**October 23, 2000**

Illinois Community College Board  
401 East Capitol Avenue  
Springfield, Illinois USA 62701-1711  
Telephone: (217) 785-0123

**Second Floor Conference Room**

**2:00 p.m.**

# Policy Committee Agenda

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## I. COMMUNITY NETWORKING

### Community Networking White Paper (Draft) .....5

The ICN is connecting communities and facilitating lower cost for constituents and access to rural and underserved areas by bringing connection points directly to local neighborhoods. This draft white paper on community networking is the first step in proposing a comprehensive long-term policy for approval by the policy committee and will be completed for your consideration by the end of the year. (Frank Whitney)

## II. ORGANIZATIONAL ISSUES

### 1. ICN Executive Director (Action) .....10

This item seeks to organize the ICN management team under a single director chosen via a national search with the Policy Committee serving as the search committee. A draft position announcement is presented. (Keith Sanders)

### 2. Interagency Agreements .....12

In meetings between the Governor's Technology Office, ISBE, and IBHE it was decided that the funding agencies will create an interagency agreement or memorandum of understanding to formalize the organization of the ICN. Once this is complete, the ICN will work with the Department of Central Management Services to formalize agreements reached in a recent meeting between Directors Schwartz and Sanders addressing key issues required for long-term success. This item presents a brief overview of the components to be contained in these agreements and asks the members of the Policy Committee to comment and add any additional items for consideration. (Neil Matkin)

## III. BUDGET REPORT

### 1. Review of Fiscal Year 2000 Content Grants.....15

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(Frank Whitney and Neil Matkin)

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## IV. BACKBONE CIRCUITS

### Dues Dates and Installation Schedule for Backbone Circuits .....17

(Alice Engle, CMS)

## V. UPDATE ON ACTIVITIES

### 1. Audits .....18

The ICN is working hard to keep accurate records, however, there are discrepancies between the numbers previously reported to the public and to the Policy Committee and what ICN staff can verify. The staff is now in the process of conducting audits of actual circuits, constituent connections, and equipment, both installed and in stock. All previous reports of constituent connections should be considered best estimates until the findings of this comprehensive audit are complete. (Neil Matkin)

### 2. Development of a Regional User Group Outline .....20

An important aspect of the installation and growth of the Illinois Century Network is the use of regional organizations and communities of interest to pursue opportunities that are able to utilize broadband network access. Fiscal agents were provided funds to provide leadership and organize Regional User Groups. This broad outline provides a guide to assist fiscal agents in accomplishing this objective.

### 3. Creation of an Advanced Engineering Taskforce .....23

The function of this group is to advise the management of the Illinois Century Network about advanced technology issues reflecting on both the needs of the client community and changes in technology likely to impact the market as well as current and future applications. An annual report will include an updated engineering plan reflecting current policy and implementation directives. (George Badger)

### 4. Creation of the Illinois Online Leadership Council .....25

The original statewide Technology Task Force focused on infrastructure and content. Since that time, several content-oriented initiatives have begun in Illinois. Creation of the Illinois Online Leadership Council continues the work of the Technology Task Force and allows for broad coordination and cooperation of Illinois online content development. (Neil Matkin)

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## 5. Community Information Meetings .....27

Town meetings were conducted all over Illinois at the rate of 8-10 per week. The purpose of these meetings was to educate Illinois citizens and institutions regarding the ICN and community networking. Over 500 people attended. (Lynn Murphy)

## 6. Regional Technology Center Updates and Staffing .....29

Nine Regional Technology Centers have been established and staffed. Locations, staff contact information, and brief updates are presented. (Neil Matkin)

## 7. Procedures to Connect Constituents .....33

Internal procedures have been established to ensure a smooth process to connect ICN constituents to the network and appropriate communication back to the institutions. These procedures are outlined in the ICN Application and Procedures which are now on the ICN website and will be included in all future mailings. (Douglas Jurewicz)

## 8. Signage .....36

Appropriate signage has been designed for the nine Regional Technology Center offices as well as the Springfield office. Graphic representations are presented for input from the Policy Committee.

## VI. NEXT STEPS AND OTHER MATTERS

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## **I. COMMUNITY NETWORKING**

### **Community Networking White Paper (Draft)**

The ICN is connecting communities and facilitating lower cost for constituents and access to rural and underserved areas by bringing connection points directly to local neighborhoods. This draft white paper on community networking is the first step in proposing a comprehensive long-term policy for approval by the policy committee and will be completed for your consideration by the end of the year.

Three issues emerge that must be decided in the near future for the white paper to be completed:

1. To what extent does the scope of the ICN include for-profit businesses? If so, how are for-profit businesses to connect and at what cost?
2. What should ICN policy be regarding outsourcing the responsibility of connecting ICN constituents to third-party providers, consortia, or other agencies or entities?
3. Is it within the scope of the ICN to provide exclusive connectivity between ICN constituents (e.g., a constituent in Chicago wants a link between a campus in Peoria that is in essence a private line, that is for the exclusive use of the two campuses)?

### **Community Networks White Paper**

The ICN continues to investigate methods by which the network can be extended to more constituents throughout the state. By extending access points to the network, constituents are required to pay less money to connect and rural and underserved areas of the state are more likely to have opportunity to participate. This white paper draft is an internal working document and will be submitted to the Advanced Engineering Taskforce for input as well as other constituent groups and advisors throughout the state prior to adoption.

#### **Definition:**

For the purposes of the Illinois Century Network, a community network is the local infrastructure that provides telecommunication services to groups of diverse public and/or private organizations that are working together toward common goals. The community members served must support the network fiscally and technically.

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## **Purpose:**

The purpose of the community network is to allow all ICN eligible entities an affordable alternative to individual long distance intraLATA access circuits, support local collaborations, and make the most use of local resources.

## **Advantages:**

- 1) The community network can use any means available to attach to the community Point of Presence (POP).
  - A) Telephone company
  - B) Cable company
  - C) Municipal fiber
  - D) Private fiber (e.g. electric company)
  - E) Wireless
  - F) Other alternatives
- 2) The community is free to develop and control their local resources provided that ICN policies outlined in the Participation Agreement are followed and accurate reports of what institutions are connected to the ICN are provided.
- 3) A community operating its own infrastructure will help decrease the demand for state resources and expand connectivity to a larger base of users.
- 4) A community intranet will have a positive impact on ICN backbone services and traffic and help develop a larger economy of scale.
- 5) By aggregating bandwidth resources into a single circuit, each entity could have more bandwidth available to them at any given instance. In other words, entities will be able to burst above the standard T1 (1.5mbs) access circuit speed.
- 6) The overall total costs of connecting community constituents to the ICN should be less for a properly configured and managed community network than for discrete entity access circuits.
- 7) The community may be able to connect some potential ICN constituents faster than a single state operated process.

## **Disadvantages:**

- 1) The community may not have the technical skills needed to implement and manage a community network.

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- 2) Not all communities are willing or able to work jointly.
- 3) There would be non-ICN staff in positions of support for ICN services making it difficult to ensure quality service.
- 4) The potential exists for the lack of constituency documentation—who is connected, who is planned for connection.
- 5) There is a possibility of “cherry picking” or connecting only more advanced constituents leaving less advanced constituents behind potentially widening the digital divide.

## **The ICN will assist the development and implementation of community networks by:**

- 1) Providing the connection between the community and the ICN Point of Presence that serves that community. The bandwidth for this connection will be determined by the ICN based on the needs of the community and will be modified in the future as needs change.
- 2) Providing the border router that passes traffic between the community network and the ICN.
- 3) Providing grants via the ICN Community Network Request for Proposal (RFP) to communities to construct and maintain their infrastructure.

## **Community Network Policies:**

- 1) The community must submit a network proposal to the ICN for review. The proposal must follow the outline of the ICN Community Network RFP.
- 2) All members of the community who are eligible to participate in the ICN network must be allowed to attach to any ICN funded community network.
- 3) The community must accept responsibility for managing its community network.
- 4) All entities connecting to the community network must complete an ICN application and sign an ICN AUP. This includes both the initial participants and those that are added after the network is established. Failure to comply with this rule may result in the termination of ICN services.

## **Configuration of the Community POP:**

The community POP will have the appropriate equipment installed for the network design of the community network. The equipment will consist of one core router, one

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distribution router, one switch, one rack, and one UPS. The models and sizes of all equipment will be completely at the discretion of the ICN.

## **Egress from the Community POP:**

The ICN will provide adequate bandwidth for community egress. If at any time the egress reaches 75% during peak hours ICN staff will evaluate upgrading the bandwidth as necessary. Egress bandwidth will be completely at the discretion of the ICN.

## **ICN Responsibilities:**

The ICN will be responsible for the purchase of the original POP equipment, egress line charges, and maintenance of the core router. The ICN will also monitor the egress line(s).

## **Community Responsibilities:**

The community will be responsible for having qualified technicians to support the community network. The community will be responsible for providing space for the community POP equipment.

## **Equipment:**

The ICN core router will be a Cisco 3600 with either an ATM DS3 port adapter or multiple T-1 port adapters.

The distribution router will be either a Cisco 3600 or 7200 based on the needs of the community.

The switch will be Cisco equipment used to connect the routers, the hosting entity and ports for some community servers.

The rack (if needed) will be a 19' 6" floor model.

The UPS will be an APC3000.

Current implementation of access circuits between constituent facilities and ICN points of presence:

- 1) Point to point T1 entering POP via a copper wire, smartjack, CSU/DSU, router. Requires a serial port on ICN equipment.
- 2) Point to point T1 entering POP via a telephone company owned channelized DS3. Telephone company makes channel assignments. ICN provides a CT3 card in a router. (legacy implementation at JRTC).



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- 3) Point to point T1 entering POP via an ICN owned channelized DS3 that may originate in the serving wire center (SWC) serving the ICN POP or in a distant SWC within the POP's LATA.
- 4) A clear DS3 between a constituent facility and the ICN POP utilizing an ICN provisioned HSSI port on a router or an ATM port on a switch.
- 5) An Ameritech provisioned GigaMAN connection.
- 6) AT&T broadband services ATM connected facility and the OC3 between the POP in Orleans St. and SOIB.
- 7) Private fiber provisioned by utility company or other organization (Springfield's CWLP and Pekin's Civic net).
- 8) Fractional T1 to full T1 GTE frame switch connection in Princeton, DeKalb, Freeport, Olney, Bloomington, Carbondale, or Jacksonville.
- 9) 56 kb connection support using channelized T1 in Moline, Collinsville, Mt. Vernon, SOIB, Bloomington, or Champaign.
- 10) Connection into an ISBE Regional Office of Education
  - A) Using Telco (point to point/ ADSL)
  - B) Using cable
  - C) Using wireless

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## II. ORGANIZATIONAL ISSUES

### 1. ICN Executive Director (Action)

Current operations of the ICN are complicated by the nature of working in the fast changing telecommunications arena. Further complications are a result of the current organizational structure consisting of two co-directors who are ISBE and IBHE staff. These co-directors, while working well together, have unique challenges in that some of the staff dedicated to the ICN are in one agency, some in another, some are union, some civil service, some professional and yet others, exempt. The two agencies have different holidays, retirement plans, and salary structures. Further, the Regional Technology Centers (RTC) are staffed with supervisors who are IBHE staff while the local RTC staff are hired from eight separate fiscal agents, all with different benefits, policies, etc.

While the Policy Board was designated by statute for the long-term direction of the project, the initial organization structure under the Policy Committee was intended to be temporary in order to expedite the start up of the project. The fact that excellent progress has been made to date is testimony to the unique spirit of cooperation even in this most cumbersome arrangement.

Currently, discussions between ISBE and IBHE have resulted in a proposal to allow the IBHE to hire staff for the ICN effort. In addition, the two agencies have agreed that a single director is needed as the coordination point for the budget and staff and to work with the Policy Committee effectively (a draft position announcement follows).

The following motion is recommended:

*The Policy Committee authorizes staff to advertise nationally for an executive director. The Policy Committee will serve as the search committee and consideration of applicants will commence effective November 23, 2000.*

(Prepared and submitted by Keith Sanders)

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## **EXECUTIVE DIRECTOR, ILLINOIS CENTURY NETWORK DRAFT (October 9, 2000)**

The State of Illinois is seeking an Executive Director for the Illinois Century Network (ICN). The ICN is a high-speed broad bandwidth statewide network backbone project funded by the State of Illinois through the Illinois Board of Higher Education and the Illinois State Board of Education. The ICN works cooperatively with other state agencies including museums and libraries. The purpose of the network is to place a strong emphasis on access to education and information for all Illinois citizens, through the use of advanced Internet technologies.

The Illinois Century Network currently serves almost 4,000 primary and secondary schools as well as most higher education institutions, museums, and libraries in the state. Its goal is to assure that all students, faculties and administrators have access to adequate Internet services to participate in network based educational offerings of Illinois institutions.

The Executive Director is the CEO of the organization and is responsible for both its day-to-day operations and planning for its future. The Executive Director will be employed by the ICN Policy Committee and will report to that committee which serves as the Board of Directors and represents both the sponsoring agencies and the major client constituencies. The Executive Director will develop plans and policies that will be periodically reviewed by the Committee, and will be responsible for managing the staff and the fiscal health of the network.

The funding of the backbone network and some support services is provided by direct state appropriations to the State Board of Education (\$12M) and the Board of Higher Education (\$15M). Additional client funding of local networks and connections to the backbone provide complementary funding. Approximately half of the Network's 30 member staff is located in Springfield, Illinois and the rest at nine support centers around the state. The Executive Director and other management personnel are based in Springfield.

Candidates for this position should possess a minimum of a baccalaureate degree (or more preferably a graduate degree) in management or a technology related field and at least eight to fifteen years' administrative experience managing technology programs or major wide area networks. He/She should also be familiar with educational uses of technology, and the increasing capabilities of the Internet as an educational medium. Experience with both broad deployment of proven technology and some experience with early use of emerging technology are desirable. It is equally important that the Executive Director have the personality skills necessary to work effectively with the sponsoring agencies whose programs depend on ICN and with the diverse set of clients who are to be served. Salary is competitive and commensurate with background and experience.

Screening for the successful candidate will begin on November 23, 2000, and will continue until the position is filled. Candidates who wish to be considered should send their resumes accompanied by three letters of reference and two writing samples to:

Nancy Favero  
Office of the Governor  
207 State Capitol Building  
Springfield, IL 62706

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## 2. Interagency Agreements

In meetings between the Governor's Technology Office, the ISBE, the IBHE it was decided that the funding agencies would create an interagency agreement or memorandum of understanding to formalize the organization of the ICN. Once this is complete, it will be presented to the Policy Committee and executed accordingly. In effect, the interagency agreement between the funding agencies will create an entity allowing the ICN to conduct business in a more streamlined fashion yet continuing to take advantage of the individual strengths of the funding agencies.

Since the Board of Higher Education has a great deal of flexibility in hiring, Keith Sanders has offered for the BHE to assume all new headcount and existing State Board of Education staff assigned to the ICN project, as necessary. The interagency agreement will clarify options available to ICN management for procurement, staffing, and all functions currently shared between the funding agencies. The interagency agreement will make clear the relationship of the two funding agencies to the Policy Committee, clarify what funding is dedicated to the ICN effort, and define the role of the future executive director.

This item presents a brief overview of the components to be contained in these agreements and asks the members of the Policy Committee to comment and add any additional items for consideration.

### Interagency Agreement Between Funding Agencies

This interagency agreement will seek to accomplish the following:

1. Establish the scope of the project and identify the primary constituents and beneficiaries of the interagency agreement (K-12, Community Colleges, Universities, Libraries, Museums, State Agencies, Municipalities, and other not-for-profit entities).
2. Establish the role and function of an executive director to oversee the ICN reporting to the Policy Committee yet with staff and budget responsibilities to the funding agencies.
3. Clearly delineate funding commitments between the two agencies for the ICN project and define timelines for annual budget requests to be submitted to the funding agencies.
4. Define latitude of ICN staff to act on behalf of the funding agencies relative to the ICN project such that the ICN functions as a semi-independent agency governed by the Policy Committee.
5. Establish policies relating to hiring and contractual services, legal representation for the ICN, and the interrelation of the executive director, Policy Committee, and advisory groups.
6. Specify the purposes for which staff may be hired and identify key staff positions necessary to carry out the activities of the ICN.

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7. Define procurement procedures relating to ICN-related circuits, equipment, and other services necessary to fulfill its mission.
8. Specify regular deliverables from ICN staff to funding agencies.
9. Clarify the role of staff designated to the ICN relative to funding agencies specifying roles and responsibilities to the funding agencies.
10. Specify agreement on property control and audit responsibility.
11. Delineate accounting systems and funds for payment and receipt of funds.
12. Determine what support services are to be provided by the funding agencies for the ICN.
13. Establish agreement on the methods to be employed by ICN staff to ensure that all sectors served by the ICN receive continued service.

## Interagency Agreement Between the ICN and CMS

After the interagency agreement is complete between ISBE and IBHE, the ICN will seek to formalize an agreement with the Department of Central Management Services. In a series of meetings between Keith Sanders, Executive Director, IBHE, and Michael Schwartz, Director, CMS, an outline for agreement has emerged that addresses many of the challenges faced by the ICN. The points of agreement are presented below:

(Beginning of excerpt from correspondence from Director Sanders to Director Schwartz dated September 15, 2000)

In an effort to capture what I believe to be our agreements on the ICN, I offer the following:

1. We agreed that the ICN effort requires more flexibility in procurement of telecommunications equipment and services.
2. We agreed that the procurement of backbone services has taken much too long and that the ability to go beyond contract vendors in a timely fashion is necessary to meet the goals of the ICN.
3. We agreed that ICN staff must have the ability to determine specifications of the backbone and access circuits necessary to accomplish ICN goals.
4. We agreed that ICN must have a more direct relationship with vendors to serve ICN constituents although coordinating with CMS personnel as appropriate to ensure that the state as a whole is well served in its vendor relationships and services.
5. We agreed that CMS would delegate appropriate purchasing authority to the ICN to enable timely procurement of telecommunications services and equipment. Obviously, both CMS and ICN must cooperate to take advantage of economies of scale. (end of excerpt)

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Following the referenced meeting and the basic agreements encapsulated in the above excerpt, ICN and CMS have cooperated as follows:

1. Details were finalized to connect CMS, and therefore state agencies, to the Internet via the ICN saving the state 1.368 million dollars per year.
2. ICN staff has participated with CMS and Deloitte and Touche in creation of the next state telecommunications RFP with many ICN concerns addressed.
3. Discussions are taking place to share certain manpower resources relating to network operations.
4. CMS has authorized procurement of particular backbone circuits through alternative vendors per the provisions of Network 2000 (the current state telecommunications contract).
5. Discussions continue at CMS' request to identify potential state agencies or other field offices throughout the state that may benefit from connecting directly to ICN points of presence.
6. Discussions are ongoing between ICN and CMS personnel to identify other economies of scale that may result from extending state contracts or other services to ICN constituents.

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## III. BUDGET REPORT

As a direct result of not being able to procure backbone circuits in the first fiscal year ICN staff moved to recommend grants to establish Regional Technology Centers (RTC) and fund competitive content development proposals. As a result, nine RTCs were established and staffed. Content grants were awarded to the following institutions:

<b>PARTICIPANT</b>	<b>TITLE</b>	<b>RECOMMENDED AMOUNT</b>
Midwestern Higher Education Commission Distributed Learning Workshop and higher education institutions in 10 Midwestern states	Midwest Higher Education Commission Distributed Learning Workshop	\$350,000
University of Illinois, the Illinois State Library and 155 cooperating institutions of higher education	The Illinois Digital Academic Library	\$150,000
University of Illinois and all Illinois higher education institutions	Illinois Virtual Campus	\$90,000
Illinois Community Colleges On Line, 39 community college districts, and the East St. Louis Community College Center	The Illinois Community College Board	\$85,000
University of Illinois at Urbana-Champaign - Division of Rehabilitation - Education Services	On-Line Universal Design Resources for Improving the Accessibility of WWW Based Instructional Materials to People with Disabilities	\$65,000
Illinois State Museum, Havana Public Library, institutions associated with the University of Illinois Water Resource Center, Dickson Mounds Museum, Meredosia River Museum, Spoon River College, National Center for Supercomputing Applications, Illinois State Library and Havana Junior High School	Harvesting the River Online: Natural and Cultural History of the Illinois River	\$60,000
Lakeland College, Illinois Mathematics and Science Academy, Western Illinois University Teachers Academy for Mathematics and Science Large Unit School District Association, and Association for Illinois Rural and Small Schools	Illinois Virtual High School	\$50,000
University High School, Heartland Community College, Olney Central College, and Richland Community College	Development and Dissemination of Computer Mediated Instructional Material for Introductory Physics Classes	\$45,000

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The following budget summary outlines the ICN FY 2000 Budget expenditures:

### FY 2000

	<b>IBHE</b>	<b>ISBE</b>	
Personnel	235,362	725,056	
Contractual	147,026	494,449	
Commodities	14,238	74,012	
Equipment	8,719,863	5,401,468	
Telecommunications	162,873	5,428,655	
Regional Technology Centers	4,492,000	620,000	
Content Development Grants	1,015,000	-	
Build out Costs	210,000	-	
<b>Total</b>	<b>14,996,362</b>	<b>12,743,640</b>	<b>27,740,002</b>

The following budget projection outlines the ICN FY 2001 Budget:

### FY 2001

	<b>IBHE</b>	<b>ISBE</b>	
Personnel	1,405,000	1,116,000	
Contractual	511,429	1,905,644	
Commodities	79,000	14,670	
Equipment	5,675,000	2,330,132	
Telecommunications	6,652,000	6,933,705	
Regional Technology Centers	180,000	-	
Community Grants	-	-	
Content Development Grants	-	-	
Build out Costs	94,300	-	
<b>Total</b>	<b>14,596,729</b>	<b>12,300,151</b>	<b>26,896,880</b>

Current planning is based on installation of backbone circuits by the end of the first quarter, 2001. Community and content grants depend on funds available once these circuits are installed, equipment needs are estimated, and the Policy Committee directs ICN management on issues related to community networks.



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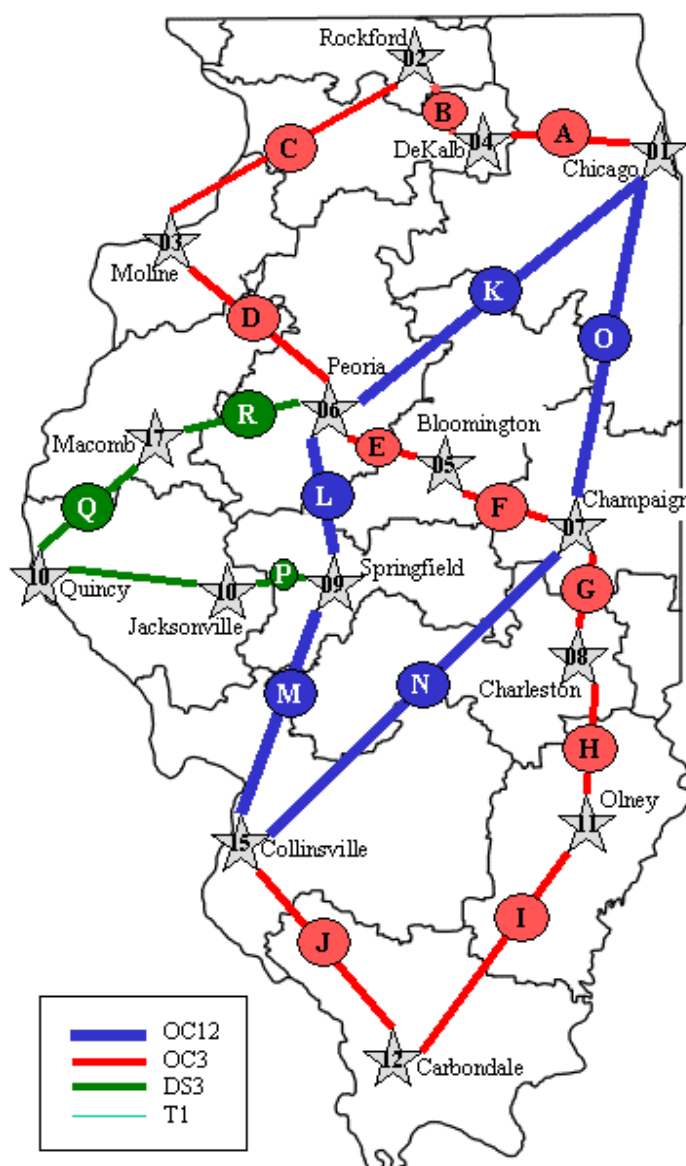
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## IV. UPDATE ON BACKBONE CIRCUITS

The main OC12 ring should be completed by the end of the calendar year. It is also likely that the northern OC3 loop that runs from Chicago to DeKalb, Rockford, Moline and then Peoria will be done either by the end of the year or shortly thereafter. Major construction is being done in both DeKalb and Moline to provide the local infrastructure needed to connect the ICN POP to the long distance carrier.

The southern OC3 loop that runs from Collinsville to Carbondale, Olney, Charleston, and then Champaign will likely not be completed until March or April of 2001. Both the long distance carrier and the local loop carriers have to construct additional fiber runs and procure and deploy additional equipment.

Trunk/ Route	Due Date	Type	MSA A	MSA Z
A	12.29.00	OC3	DeKalb	Chicago
B	12.29.00	OC3	DeKalb	Rockford
C	12.29.00	OC3	Rockford	Moline
D	4Q2000	OC3	Moline	Peoria
E	4Q2000	OC3	Peoria	Blmgtn/Nrml
F	1Q2001	OC3	Blmgtn/Nrml	Chmpgn/Urb
G	1Q2001	OC3	Champgn	Chaleston
H	1Q2001	OC3	Charleston	Olney
I	1Q2001	OC3	Olney	Carbondale
J	1Q2001	OC3	Carbondale	Collinsville
K	4Q2000	OC12	Chicago	Peoria
L	4Q2000	OC12	Peoria	Springfield
M	11.6.00	OC12	Springfield	Collinsville
N	11.15.00	OC12	Collinsville	Chmpgn/Urb
O	11.30.00	OC12	Chmpgn/Urb	Chicago
P	4Q2000	DS3	Quincy	Springfield
Q	4Q2000	DS3	Macomb	Quincy
R	11.15.00	DS3	Macomb	Peoria



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## V. UPDATE ON ACTIVITIES

### 1. Audits of Constituent Connections

Currently the ICN does not have an accurate count of organizations that are attached to the network. In the very beginning of the LincOn project, each Learning Technology Hub (LTH) was responsible for tracking constituent connections. Since each LTH created unique systems and methods of acquiring and tracking this information it was difficult to merge this data into a single, statewide system. Further, some databases have proven more accurate than others.

Two years after the LincOn network was up and running, an acceptable use agreement was generated in the form of a Member Agreement (now called a Participation Agreement). This agreement could be signed by a representative of either a site directly connected to the network or by the organization to which the site belonged. When the latter route was taken, all sites under that organization were recorded as being connected to the LincOn Network even though in some cases this has proven an inaccurate assumption. No tracking system was in place to differentiate those organizations directly connected and those organizations that were connected off of existing connections. This has led to inaccurate and possibly inflated reporting of connections to the network.

#### What is accurate today?

The list of Current Physical Connections is the only accurate information we can report today. This information comes directly from the routing equipment located in the ICN Points of Presence and reports what is directly attached to that equipment. The chart does not reflect new orders in process as of October 13, 2000. We do not have accurate information about what organizations are connected behind these border sites into the network, however, an ongoing audit of all ICN constituent connections is currently underway and we are reviewing systems to ensure accurate information in the future.

<b>Current Physical Connections</b> (10/13/2000)	
<b>General Site Type</b>	<b>Count</b>
Academies	11
Colleges	40
Community Centers	11
Community Projects	4
Government Offices	12
Hospitals	1
K12 Schools	797
Libraries	42
Private K12 Schools	43
<b><u>Regional Offices</u></b>	
of Education	59
Special Education	16
University Extension Centers	21
Universities	15
Unknown	110
Youth Centers	4
Zoos	2
ISC	3
Businesses	4
<b>Total:</b>	<b>1195</b>
(accurate within +/- 1%)	

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## **What is the Long-Term Solution to Accurate Information?**

With any network of this size (and still growing) there will always be the potential for inaccurate information. Participants within the ICN have the ability to attach other organizations to the network through their sites without either informing the ICN or the ICN being able to detect these new attachments. Although the Participation Agreement prohibits this, we are aware of instances where this has occurred.

ICN staff are taking the following steps to create a system that ensures accurate information for reporting and tracking purposes:

### **1. Entry of Historical Information:**

The first step in achieving accurate information is to have all the historical information available entered into the database. This is in process currently and Regional Technology Center personnel are entering the information into a central database.

### **2. Survey of Known Sites:**

The second step is to survey our currently connected sites to ascertain what organizations and additional sites are connected. This will also allow the ICN to develop the ability to analyze how our constituency is using the network in their day-to-day activities facilitating long-term planning and policy development.

### **3. Constituent and Staff Education:**

The last step is to continually educate our constituency, our staff, and new applicants about the need to track institutions connected to the network and to notify the ICN about who is receiving service through all ICN connections.

## **Conclusion**

At present, ICN staff does not have accurate information to know what is connected past the current physical connections that we can detect electronically. Any counts received prior to this date should be considered a good faith estimate including the numbers published throughout our printed materials and web site. We estimate that approximately 4,000 constituents currently receive service through the ICN backbone and will verify and update these estimates as quickly as possible.

(Prepared and submitted by Douglass Jurewicz)

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## **2. Development of a Regional User Group Outline**

An important aspect of the installation and growth of the Illinois Century Network is the use of regional organizations and communities of interest to pursue opportunities that are able to utilize broadband network access. To this end, each of the nine regions will bring together an informal, ad hoc organization involving as many of the public sector participants as possible or practical, including those from K-12 and higher education, libraries and museums, and community organizations providing service to Illinois citizens. In regions without well-established networking services, inclusion of economic development groups is encouraged to foster delivery of network services within communities.

The general goals of the ICN are to promote the use of technology in making education and information services more widely available to all Illinois residents independent of their geographic location. By extending the backbone network to each local access and transport area (LATA) and thus enabling connectivity without the need of long distance services, the ICN provides Internet services at the lowest possible cost to participating institutions. Benefits will accrue to both the individuals served and to the economy of the state as more people become familiar with the technology and skills necessary for the current and future workforce.

Activities within each region can help achieve statewide goals and policies by bringing together people within the same sector (i.e., K-12 education or higher education) and across sectors (i.e., helping to deliver college courses to high schools in order to support advanced placement courses). Investigation of state and federal funding is ongoing and funds are expected to become available for innovative programs, particularly those serving populations at a disadvantage in accessing education because of geographical location, job or family responsibilities, or lack of previous educational opportunities.

The regional ad hoc organizations are also to have a significant role in providing input to the ICN. Anticipating required service levels and serving as a communication vehicle to, the regional groups will provide input to the ICN Policy Committee. Organizing information about technology brings about important benefits to the region. Connecting the more experienced users of technology with those just getting started and providing a forum for all kinds of ideas about the use of technology will aid in future development and allocation of resources. The ICN is expected to have a statewide planning activity and the regional groups should provide input for the development of that plan and review its relevance to their requirements.

It is important that the regional groups provide broad coverage both across the whole geography of their responsibility and across the diverse types of organizations participating in the ICN. Each region is free to propose its initial composition for the regional users group, and to make additions as it finds others wanting to participate. Expenses for organizational efforts can be proposed by the fiscal agent to facilitate this process.

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## Organizing Regional User Groups

### **Step 1: Establish a plan.**

Each Region will need to establish an individualized plan that will include all eligible constituents, yet maintain some organizational structure for coordinating and disseminating information. Some Fiscal Agents included within their initial proposal the establishment of an “advisory or coordinating group” that would include representation from all constituent groups as well as all geographic parts of the Region. Such a group could provide direction and assistance in coordinating among the larger user group population.

### **Step 2: Identify and contact eligible constituents for inclusion in the user group.**

Within each Region, an attempt should be made to invite all ICN eligible constituents to participate. This includes public and private K-12, public and private higher education, public libraries, public museums, county and municipal government, and not-for-profit organizations.

While there is no single list of all ICN constituents, there are many resources available within each Region that can be of assistance:

- Regional Offices of Education can provide contact information for the K-12 schools.
- Higher Education Consortium can provide contact information for community colleges, colleges and universities. The Board of Higher Education also publishes an annual directory of all higher educational institutions operating within Illinois (a copy has been enclosed).
- Regional Library Systems have contact information for all public libraries.

Each constituent group could be asked to mail or email information to their constituents/members.

It will be more difficult to reach not-for-profit organizations and county and municipal governments. One suggestion is to make a request within the invitation for constituents to pass the invitation along to their local government and not-for-profit organizations. Another idea is to issue a press release to the local papers promoting the user group and encouraging all eligible constituents to participate.

Once the user group participants have been identified and contacted, it's important to maintain communication. Email and a list service offer an efficient and cost effective option. More than likely, at least one constituent within a Region is already operating a list service and could easily establish a new group

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specifically for the Region's user group. Within the initial invitation, provide constituents with instructions for subscribing to a list service in order to receive updates and notifications of future meetings. The list service or a separate web site could include meeting agendas, minutes, proposals, etc.

## **Step 3: Identify local needs and establish user group goals.**

The user group is the forum for each constituent to provide input on their needs and concerns as they relate to the ICN. In addition, the user group should stimulate collaboration among constituents for the sharing of resources, talents, training, etc.

The user group should facilitate the collection, collaboration, and dissemination of such information. Some possible methods for getting started include:

- Disseminate a simple survey to collect ICN connection status, local needs for successfully utilizing the ICN, current uses and applications of the ICN, future uses and application of the ICN, etc. To improve response, include some specific questions.
- What information would you like to be addressed by the User Group? Check all that apply.

\_\_\_\_ Network Security

\_\_\_\_ User Training

\_\_\_\_ Interactive Videoconferencing

\_\_\_\_ Community Networks.

- Conduct small group roundtable discussions with constituents to identify needs, concerns, applications, etc.

The general information gathered could be analyzed and prioritized by a smaller, but diversified group. Working with the "advisory or coordinating group," a formal user group plan and implementation outline should be developed along with a proposed budget.

## **Step 4: User Group Funding**

Each RTC grant included user group funding in the amount of \$11,250 per fiscal year. How these funds are utilized is a joint decision of the Fiscal Agent and the collaborating entities from each ICN RTC grant. Upon review of the user group plan and budget, the ICN Regional Coordinator will release funding for the current fiscal year. Prior to July 1, 2001, the Fiscal Agent and Regional Coordinator should meet to review and approve FY 2002 user group activities and budget.

(Prepared and submitted by Lori Sorenson)

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## 3. Creation of an Advanced Engineering Taskforce

The function of this group is to advise the management of the Illinois Century Network about advanced technology issues reflecting on both the needs of the client community and changes in technology likely to impact the market as well as current and future applications. The timing of demand for new capabilities, assessments of the readiness of innovations for broad deployment, and insight about which innovations are likely to be significant are important topics. The committee is drawn from a wide group of knowledgeable people, representing the diversity of our clients and the most advanced projects in the state. The members also have important relationships with other projects and can help identify opportunities for mutual benefit.

The group makes its recommendations via the ICN Director(s). Recommendations are to be made at least once a year and at a time when they can be incorporated in the annual plans of the project. An annual work product will be an updated engineering plan reflecting current policy and implementation directives. It is expected that this group will meet three to four times each year. Members will be offered a five hundred dollar honorarium for each meeting.

### Agenda items

1. Review network connectivity, performance and utilization metrics and what they indicate (each meeting).
2. Identify emerging needs from various client groups, including the timeline of demand growth (e.g. off-campus access, value added services such as servers) and discuss options for meeting those needs.
3. Integration of video services including both H.32x and traditional, and how to make these much more universal.
4. Engineering issues and options related to partnerships with Internet Service Providers and Network Service Providers and how changes in technology are likely to change the business models for network providers and customers, with timing estimates for the changes.
5. Identify technological barriers to ICN success.
6. Major technology trends on the horizon that will impact ICN strategy, including forecasting the timing of the ramp up in demand for them.
7. Engineering issues and options for community network relationships.
8. Review ICN plans for evolution of supported protocols.

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9. Propose possible partnerships with related activities such as I-Wire, Internet2, Virtual High School, etc.

## Advanced Engineering Taskforce Invitees

George Badger, Illinois Century Network  
David Barr, Illinois Math and Science Academy  
Charles Catlett, Argonne National Labs  
Mike Dickson, Western Illinois University  
Jim Flanigan, Maine Township Schools  
Tim Fox, Department of Central Management Services  
Charles Kline, University of Illinois at Urbana-Champaign  
Tammy Lusher, Northern Illinois University  
Joel Mambretti, Northwestern University  
Keith Mann, Township High School District 214  
Ken Spelke, University of Illinois at Urbana-Champaign  
Tom Steele, Iroquois-Kankakee Regional Office of Education  
Brett Sutton, Aurora University  
Gary Wengert, College of DuPage  
Elaine Williams, Chicago Public Schools

ICN staff will serve as administrative and support staff to the engineering taskforce.

(Prepared and submitted by George Badger)



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## 4. Creation of the Illinois Online Leadership Council

The original statewide Technology Task Force focused on infrastructure and content. Since that time, several content-oriented initiatives have begun in Illinois. Creation of the Illinois Online Leadership Council continues the work of the Technology Task Force and allows for broad coordination and cooperation of Illinois online content development.

The following is a draft of an executive summary prepared by Cathy Gunn, Director of the Illinois Virtual Campus.

### Illinois Online Leadership Council Executive Summary (Draft)

The just released nationwide Digital State Survey reported that Illinois leapt from 49<sup>th</sup> to 4<sup>th</sup> in the statewide application of technology. A significant component of that advance is in the realm of education, with the initiation of the Illinois Century Network (**ICN**), the Illinois Community Colleges Online (**ILCCO**), the Illinois Virtual Campus (**IVC**), the Illinois Online Network (**ION**), the Illinois Digital Academic Library (**IDAL**), and the Illinois State Library's **Find-It Illinois** in the last two years. The State Board of Education has released a request for proposal to create the Illinois Virtual High School (**IVHS**).

To succeed in the long-term, all of these educational initiatives must work collaboratively and cooperatively to create a coherent e-learning environment as part of a comprehensive approach to technology called e-Illinois. Leaders of Illinois' e-learning initiatives have recently organized the **Illinois Online Leadership Council** as a collaborative forum. The Council established the following organizing principles to guide its work:

- Creating a portal, 'e-Illinois' comprises a series of evolving digital domains, including e-learning, e-commerce, and e-government.
- Individual digital programs must develop effective inter-relationships to create a viable e-learning environment in Illinois.
- e-learning programs must be student-focused.
- e-learning encompasses pre-K – 16, as well as adult education and life-long learning.
- e-learning opportunities must be equitable for every citizen of the state, whether they are engaged in a place-based, institutional learning or distance learning, without regard to time and distance.

Agencies represented on the Illinois Online Leadership Council include:

- |                                |         |
|--------------------------------|---------|
| • Governor's Technology Office | • ISBE  |
| • IBHE                         | • ISL   |
| • ICCB                         | • IOICC |

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The Council has identified several issues and focus areas:

- Create an *elearning.illinois.net* portal of Illinois online learning initiatives.
- Explore linkages among the online initiatives.
- Explore a “big picture” environmental scan of Illinois online initiatives.
- Create a mechanism for shared marketing and promotions, including a common brochure and press release opportunities.
- Provide a forum and opportunities for communication among online learning providers.
- Form a quick response grant writing team.

Staff recommends the following motion:

*The Policy Committee recognizes and endorses the Illinois Online Leadership Council as a vehicle to assist in the coordination of educational content initiatives, create an e-learning Internet portal for the state, and to seek federal and private funding. The ICN staff is authorized to hire a professional grant writer for the purposes described and develop a comprehensive marketing plan to promote the e-learning portal .*

(Prepared and submitted by Neil Matkin)

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## 5. Community Information Meetings

In June of this year the Illinois Century Network staff mailed a comprehensive information packet to almost 8,000 eligible constituents throughout the state of Illinois. Included in the packet was a welcome letter from Governor George Ryan; an “invitation to connect” from the ICN co-directors; Frequently Asked Questions about the ICN; the participation agreement; an application form; and an invitation to attend scheduled in-depth informational meetings held throughout the state.

Thirty-one community-based informational meetings were scheduled throughout Illinois during June, July, and August. Conducted by the ICN Regional Coordinators, the meetings were designed to provide eligible constituents and interested parties the opportunity to learn more about the ICN and to ask specific questions related to their participation in the network.

Nearly 500 people, representing public and private K-12; public and private higher education; libraries; museums, health-care facilities; municipalities and other non-profit organizations attended the meetings. As a result of these meetings, the ICN realized an increase in the number of participant applications and received numerous requests to hold additional meetings targeted to specific groups of constituents. In keeping with the role of the Regional Technology Center to address constituent needs on a regional basis, many of the follow-up meetings will be facilitated by the Regional Technology Centers with participation by other ICN staff as needed.

Based on the success of this broad-based approach to information dissemination and the information gathered from the constituents, the ICN plans to further this effort by conducting another series of community-based meetings that will target specific constituent groups and specific regions to correspond with first of the year mailings.

### Regional User Group Summary

The Illinois Century Network Regional User Groups are a forum to stimulate collaboration among ICN constituents to promote sharing of ideas, resources, talents, and training. Each Regional Technology Center Fiscal Agent is charged with facilitating the organization of a regional user group that spans both across the whole geography of their region and across the diverse types of organizations participating in the ICN.

Anticipated outcomes for the regional user groups include:

- Identifying resources, talents and opportunities on a Regional level.
- Providing input to ICN management and the Policy Committee.
- Connecting the more experienced users of technology with those just getting started.

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- Developing partnerships between constituents resulting in improved delivery of education services.

The ICN has provided funding within each RTC grant to support user group activities and is pursuing additional funding sources such as state and federal grants. The following table details the dates and attendance at the Community Information Meetings:

Date	Location	K-12	College or University	Library or Museum	Other	Total
6/19/00	Joliet Jr. College	8			6	14
6/19/00	Kankakee Comm. College		1		1	2
6/21/00	EIU	3	2	2	5	12
6/21/00	CXL'd - Effingham					0
6/27/00	SIU Carbondale	3	6	3	20	32
6/27/00	Rend Lake Comm. College	3	1	3	5	12
6/27/00	Black Hawk College		7	2	2	11
6/28/00	Olney Central College		7	3	3	13
6/29/00	Kishwaukee	4	14	3	1	22
7/7/00	UIS	2	1	10	4	17
7/10/00	Sauk Valley Comm. Coll.	5	3	4		12
7/12/00	IL College - Jacksonville	8	4	2	7	21
7/13/00	Highland Comm. College		2			2
7/14/00	SIUE	9	2	5	6	22
7/18/00	Harper College	9	2	1		12
7/19/00	Northside College Prep HS	15	4		2	21
7/19/00	John Wood Comm. College	5	1	2	2	10
7/21/00	College of DuPage	11	17	23	11	62
7/25/00	WIU	5		3	4	12
7/25/00	Knox College	8	6	7	3	24
7/25/00	McHenry County College	6	3			9
7/27/00	Westside Tech. Institute	4	2			6
7/31/00	Waubensee Comm. Coll.	8	19	5	2	34
8/2/00	Chicago State University	2	2			4
8/3/00	Bradley	6	4	10	8	28
8/7/00	College of Lake County	2	3	2	1	8
8/8/00	ISU	6	1	4	4	15
8/8/00	Parkland College	5	1	2	3	11
8/10/00	Elmhurst College	6	11	9	2	28
8/14/00	Rock Valley College	7	3	6	6	22
8/16/00	Moraine Valley Comm. Col.	10	9	5		24
<b>Total:</b>						<b>522</b>

(Prepared and submitted by Lynn Murphy)

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## 6. Regional Technology Center Updates

Nine Regional Technology Centers have been established. The Board of Higher Education serves as the fiscal agent for RTC I in Chicago. The remaining centers have supervisors provided out of the IBHE appropriation and staff funded via the grants to establish the centers and hired by fiscal agents.

To date, the ICN directly employs (through the IBHE appropriation) 12 Regional Technology Center Staff with an additional 19 staff hired through fiscal agents via the grant that established the centers. There are currently 4 positions open in RTC I and 6 positions open throughout the remaining centers for a total of 10 open positions. Of these, 6 are network specialists or technicians and 4 are support staff positions. When fully staffed, the nine centers will have a total of 39 staff.

Locations, staff contact information, and brief updates are presented below.

### **RTC I**

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James R. Thomson Center  
100 West Randolph, Rm. C-200  
Chicago, IL 60601-3219  
312.814.9790  
312.814.9795 Fax

Staff  
Robin Woodsome - Supervisor  
Atif Musa – Network Specialist  
Court Schuett - Network Specialist  
John Gandsey - Network Specialist

RTC I manages the largest ICN point-of-presence and the largest number of constituent connections (approximately 21%). Additionally, the staff manages a central switch that connects the ten higher education video networks to the ICN. All RTC I staff have a professional history with the ICN project or the Illinois Video Education Network project.

### **RTC II**

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1325 Remington Rd.  
Suite C  
Schaumburg, IL 60173  
847.310.5890  
847.490.9917 Fax

Staff  
David R. Fletcher II - Supervisor  
Mark Dupee - Network Technician  
  
Fiscal Agent  
William Rainey Harper College

RTC II is a newly created field office that will provide customer service within the northwest Chicago suburbs. The RTC Supervisor has transitioned to the ICN from the LincOn project where he provided technical support in Central and Southern Illinois.

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## **RTC III**

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College of DuPage  
425 22<sup>nd</sup> St.  
Rm. SRC3040B  
Glen Ellyn, IL 60137-6599  
630.942.2967  
630.942.2935 Fax (pending order)

Staff  
Jason Reid - Supervisor  
David Chesney - Network Technician  
  
Fiscal Agent  
College of DuPage

Another new field office, RTC III is responsible for the western Chicago suburbs. The Supervisor brings to the ICN his experience as a network manager in private industry.

## **RTC IV**

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Kankakee County Administration Bldg.  
189 East Court St., Ste. LL1  
Kankakee, IL 60901  
815.936.4644  
815.936.4646 Fax

Staff  
Susan Bowen - Supervisor  
Bill Steele - Network Technician  
Clara Gillespie - Administrative Assistant  
  
Fiscal Agent  
Iroquois-Kankakee ROE

RTC IV provides service to constituents in the south suburbs and includes a staff experienced with the LincOn network as well as network management in private industry. The Iroquois-Kankakee Regional Office of Education, Fiscal Agent, has been a strong advocate and leader for the LincOn network.

## **RTC V**

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Whiteside County ROE  
1001 West 23<sup>rd</sup> St.  
Sterling, IL 61081  
815.564.9419  
815.564.9573 Fax

Staff  
Gary Shaffer - Supervisor  
Lowell Ator - Network Specialist  
Dave Habben - Network Technician  
Kathleen Dirks - Administrative Assistant  
  
Fiscal Agent  
Whiteside ROE

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RTC V is responsible for the northwestern corner of Illinois. The staff has a diverse background in the K-12 sector, LincOn, and local government. The Whiteside Regional Office of Education has also been a leader and advocate for the development and expansion of LincOn.

## **RTC VI**

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211 Fulton St., Ste. 207B  
Peoria, IL 61602  
309.999.5900  
309.999.5808 Fax

### Staff

Tim Sheets - Supervisor  
Mike Whitlow - Network Technician  
Kim Fisk - Network Technician

### Fiscal Agent

Peoria ROE

RTC VI is co-located with the Illinois State Board of Education Area 3 Learning Technology Center and supported by the same Fiscal Agent, the Peoria Regional Office of Education. The Supervisor joins the ICN from LincOn. The technical staff has experience and training in the information technology field. RTC VI serves constituents throughout western Illinois.

## **RTC VII**

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Parkland College  
2400 West Bradley Ave.  
Rm. X131A  
Champaign, IL 61821-1899  
217.353.2693  
217.373.3701 Fax

### Staff

Kirk Mulvany - Supervisor  
Mark Gingerich - Network Specialist  
Ben Winter - Network Technician  
Carol Lake - Administrative Assistant

### Fiscal Agent

Parkland College

RTC VII serves central Illinois. The Supervisor and technicians have a solid background with wide area networking in the private sector and within the K-12 community.

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## **RTC VIII**

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145 Woodcrest Drive  
Highland, IL 62249  
618.651.9633  
618.651.9639 Fax

### Staff

Dave Mollet - Supervisor  
Bob Robley - Network Specialist  
Chris Watkins - Network Technician  
Phil Daniels - Network Technician  
Janet Spigner - Administrative Assistant

### Fiscal Agent

Madison County ROE

RTC VIII is lead by a technical manager that has been with LincOn since it's inception and is supported by a strong technical staff. The Madison County Regional Office of Education serves as the Fiscal Agent for both RTC VIII and the Illinois State Board of Education Area 5 Learning Technology Center.

## **RTC IX**

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Lawson Hall, Room 205A  
Southern Illinois University  
Mail Code 4613  
Carbondale, IL 62901-4613  
618.453.3833  
618.453.4167 Fax

### Staff

Todd Williams - Supervisor  
Troy Brown - Network Specialist  
Curtis Smith - Network Technician  
Barbara Jones - Administrative Assistant

### Fiscal Agent

Southern Illinois Collegiate Common  
Market

Responsible for the southern-most part of Illinois, RTC IX is lead by another LincOn veteran. Both technical and support staff were previously associated with LincOn which adds valuable experience to the ICN.

(Prepared and submitted by Lori Sorenson)



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## **7. Procedures to Connect Constituents**

In order to build a foundation to support growth and expansion, ICN staff has developed procedures to inform applicants of the progress of their individual applications. The following step-by-step progress, now available on the ICN web site ([www.Illinois.net](http://www.Illinois.net)) and included in all future mailings, takes the mystery out of getting connected to the ICN and keeps constituents informed at every step of the process.

### **Connecting to the Illinois Century Network**

#### **A. Applicant Institution Applies to the ICN**

- Application is sent into ICN via fax, e-mail, or the ICN website.
- ICN staff notifies the applicant via e-mail that the application has been received.

#### **B. Verification**

- Staff checks the application for missing data and viability of the network connection requested.

#### **C. Bids for Communication lines requested**

- When applicable, we request bids from the appropriate telecommunication providers in the state for both the type of line requested on the application and the type of line we feel is required.
- E-mail notification is sent to the constituent that the bid has been requested.

#### **D. Quotes are Created**

- Once we receive back the bids from our telecommunications vendors, we generate both hardware and line charge quotes for the applicant.
- Applicants are notified by e-mail that the bid has been received and that a quote is forthcoming.
- These quotes are double checked to ensure that no errors have been introduced into the system while transferring the bids onto the quotes.
- The final quotes are faxed to the applicant along with additional forms as necessary. These may include:

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- i. A Letter of Agency is sent so the ICN is able to order a circuit on the behalf of the applicant.
- ii. The Participation Agreement that outlines ICN acceptable use policy and responsibilities of both the ICN and the applicant.
- iii. The Management Release Agreement that is required when an applicant desires to use either a non-Cisco router or the applicant has requested to manage the routing equipment.

## **E. Applicant Receives Quotes**

- Once the applicant receives the quotes and other forms, all material should be reviewed before making a decision to connect to the ICN.
- If the quote is acceptable to the applicant, the application is signed and dated by the applicant's fiscal agent.
- A purchase order number and appropriate signature are then affixed by the applicant onto the quote.
- The applicant must also sign, date, and add any additional information required to the Participation Agreement and Letter of Agency.
- All forms are then faxed or mailed to the ICN (applicants should keep the original and submit copies to the ICN).

## **F. ICN Receives Signed Quotes and Agreements**

- The ICN will notify the applicant that staff has received all necessary paperwork to proceed with the orders or will contact the applicant if there are problems with any material submitted.
- Within five business days of receipt, the ICN will generate orders for all applicable hardware and telecommunication lines.
- The ICN will email a confirmation notice of hardware, circuit orders and configuration.
- Hardware will be shipped to the Regional Technology Centers for configuration unless other arrangements are established between the ICN and the participating site.
- Upon notification from the telecommunication providers involved, the ICN will e-mail applicants regarding circuit due dates

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## **G. ICN Regional Technology Centers**

- Within five working days of receiving a circuit due date from the telecommunications provider, the servicing RTC will contact the application site contact to establish a suitable time frame to install the routing equipment at the applicant's site.

## **H. The Applicant Institution is now a Participant in the Illinois Century Network**

- Upon notification from the RTC of successful installation of the telecommunications line and equipment, the ICN will transmit a 'Welcome Aboard' letter to the applicant.

(Prepared and submitted by Douglas Jurewicz)

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## 8. Signage

Appropriate signage has been designed for the nine Regional Technology Center offices as well as the Springfield office. Graphic representations are presented for input from the Policy Committee.

Graphics include exterior signs for the Springfield office at 120 W. Jefferson as well as RTC VIII in Highland. The Highland location is a building that is rented by the ICN and the dimensions of the sign are intended to cover a previously existing sign. This sign will be modified to accurately reflect the ICN logo.

The other signs, all of which are interior signs, are for the office at 120 W. Jefferson as well as the Regional Technology Centers. Since most RTCs are located within Regional Offices of Education, college or university campuses, or rented commercial facilities, external signs are not possible. Discussions are ongoing with architects to develop appropriate signage for the Chicago office located in the Thompson Center for approval after the space is completed.

Another issue relating to signage is the development of web logos that will be available for constituents to display on their individual web sites showing that the connection is through the ICN. A sample of this logo is included in the packet; however, a 'live' version located at [www.Illinois.net/logos](http://www.Illinois.net/logos) shows the animation. Lastly, as policies relating to extension of the ICN to Illinois communities are finalized, a graphics artist has created renderings of signs that are intended for display at the entrance to towns or communities connected by the ICN.

The following graphics are presented:

1. Sign for exterior of 120 W. Jefferson
2. Sign for exterior of RTC VIII in Highland
3. Interior signs for RTCs II- VII, IX, and Springfield office
4. Interior 'banner' sign for Springfield office
5. Constituent web site logo
6. Examples of what a community sign might look like